

Purchasing Update

April 2019



Utah Division of Purchasing and General Services

Legislative Session 2019 Overview

By Debbie Johnson, Purchasing Coordinator

INSIDE THIS ISSUE

1. Public Posting of Solicitations
2. Year End Solicitations
3. Electrical Services Portfolio Update
4. Meet Vinessa Dudley
5. Future PEP Seminars

The 2019 Legislative Session ended with only a minor change to the Utah Procurement Code, which was to add design professionals as a professional service. This year, the legislature focused on several hot topics including broadening the tax base and tax cuts, Medicaid expansion, hate crimes, and clean air initiatives.

Medicaid expansion legislation, SB96 Medicaid Expansion Adjustments, passed providing healthcare for some of the lowest income population. Hate crimes legislation, SB103 Victim Targeting Penalty Enhancements, passed adding eighteen more “personal attributes” that can now be taken into consideration when charging for a hate crime.

Several clean air initiatives were funded including funding for programs dealing with pre 2007 state vehicles, wood burning stoves or fireplaces, and the state telecommuting program. Efforts to broaden the tax base, along with tax cuts, did not pass and will potentially be addressed during a special session during this year’s interim.

For questions, reach out to Debbie Johnson, debbiejohnson@utah.gov, 801-592-8883.

Public Posting of Solicitations

By Cassidee Feinauer, Contract Analyst

The purpose of the Utah Procurement Code is to ensure transparency in the public procurement process, ensure fair and equitable treatment for all persons during the process, provide increased economy in state activities, and foster effective broad-based competition (63G-6a-102). Because of this, many solicitations require public notice. Public notice can be in a newspaper, state website, or the main website for the issuing procurement unit. When working directly with the Division of Purchasing, solicitations are posted on SciQuest, our e-procurement system. Solicitations must be posted for at least seven days. It is possible that an issuing procurement unit may reduce this seven-day period if the procurement officer or their designees signs a written statement that states a shorter time is needed and determines that competition from multiple sources may be obtained within a shorter time frame.

“When working directly with the Division of Purchasing, solicitations are posted on SciQuest, our e-procurement system.”

Information required in the public notice includes the name of the procurement unit acquiring the item or services, the opening and closing date of the solicitation, information on how to contact the issuing procurement unit, a description of the procurement item needed, and information on how to obtain a copy of the solicitation documents.

Though the required notice is seven days, many solicitations are posted for longer than that required period. A longer period can be advised in order to obtain better responses and more competition, which relates back to the purpose of the Procurement Code. To allow offerors a reasonable amount of time to read and respond to the solicitation, we recommend longer time periods for complex solicitations. If you are unsure of an appropriate posting time, you can reach out to the Division of Purchasing and we will gladly assist you.

If you have questions, reach out to the Division of Purchasing at 801-538-3026.



Year End Solicitations

By Tara Eutsler, State Contract Analyst

With the approaching fiscal year end, many state agencies are ready to make purchasing decisions that they may have delayed until funding was certain. The Division of Purchasing prefers to bid early, even though you may not be certain funding is available. It is easier to cancel a few bids than to rush requisitions through during the last couple of weeks of the fiscal year.

Experience shows that the Division's workload is much heavier at this time of year as the number of requisitions received increases drastically. Because of this increased workload, the Division of Purchasing requests forethought and planning by the agencies. The following procedures are designed to allow the Division of Purchasing to process both old and new year purchases in an efficient manner.

- Orders from contracts that will be paid using "FY2019" funds must be placed timely enough to ensure delivery by the end of business on June 30, 2019. Per the Division of Finance policy, deliveries received after that date become obligations of "FY2020" funds.
- All requisitions for purchase orders (RQS) to be paid using FY19 funds must be received by the Division by May 1, 2019. Delivery for goods or services must be received no later than June 30, 2019 in order to pay with FY19 funds. Even if requisitions are received by May 1, there are no guarantees that vendors will be able to meet the delivery deadlines.
- Requisitions for purchase orders (RQS) received after May 1 will have secondary priority. The Division of Purchasing and General Services cannot guarantee that the procurement process will be completed and delivery made by fiscal year end.
- DTS has their own time table for technology based procurements.



We thank you for your efforts during this year-end procurement process.

For questions, reach out to Tara Eutsler, teutsler@utah.gov, 801-538-3386.



Electrical Services Portfolio Update

By Rick Straw, State Contract Analyst

The Electrical Services Portfolio currently has three contracts in it: PD2154 Peerless Electrical, MA2394 STF Electrical, and MA2393 Peerless Electrical. However, one of these contracts is going to expire in September of this year! PD2154 Peerless Electrical, covering low voltage projects in regions 1-5 will expire on September 9, 2019. Though the contract is expiring, the breakdown in the chart below shows that there is another contract to covers regions 1 and 2 for all of your low and high voltage needs; MA2394 STF Electrical. They are very excited to work with all of our end users.

Peerless Electrical has contract (MA2393) that allows

them to work in regions 3, 4, and 5 on low voltage projects. Please remember to buy from and bill to this contract and not PD2154 if you are going to be using their services in those regions. And please note that you will be using MA2394 STF Electrical in regions 1 and 2 starting September 9, 2019.

You can find the details to all three of these contracts by visiting statecontracts.utah.gov and starting to type “electrical” in the search bar. When you see “Electrical Contractor Services [Portfolio]” pop up in the dropdown menu, please select it.

For questions, please reach out to Rick Straw, rstraw@utah.gov, 801-538-3166.

Contract	Expiration Date	Coverage Areas	Voltage
PD2154 Peerless Electrical	9/9/2019	1,2,3,4,5	Low only
MA2394 STF Electrical	5/14/2021	1 and 2 3,4, and 5	Low and High High only
MA2393 Peerless Electrical	5/14/2021	3,4, and,5	Low only



Meet Vinessa Dudley

Vinessa loves learning almost anything and everything. One thing she knew she needed to learn was how to cut hair. Nineteen years later, she still does hair now as a hobby. Like most State Purchasing employees, she's not sure how she ended up at State Purchasing. Having a degree in accounting, she thought no better place to be than the department that gets to shop. Interacting with colleagues has been rewarding and brought her level of professionalism up a thousand notches.

Her family spends most of their nights and weekends at either a baseball field, a football field, or a volleyball court. Along with her family, she loves cookies, Matt Damon, hiking, sunshine, Indian food, pancakes from Village Inn, running, biking, reading, the color orange, and holding onto only those things that bring joy.

What's the last adventure you went on? Manhattan. I watched a tourist's cell phone drop to its death from the Brooklyn Bridge, then watched a half-dressed contortionist perform in 30-degree weather on Time Square. I also tried the best lobster roll from the original SoupMan and ate the most delicious garlic knots from a ferry station.

What weird food combinations do you really enjoy? I recently tried avocado on toast topped with sugar. Apparently this is a common Peruvian snack and it wasn't bad.

If someone narrated your life, who would you want to be the narrator? I would want a small excerpt from everyone I knew so that it could be like a buffet.

What skill would you like to master? Playing the piano and doing a backflip on the trampoline.

Who inspires you to be better? My husband is my biggest fan. He balances my life with silliness and adventure and encourages me to not be so serious all the time, which for me is a challenge.

How to Receive the Purchasing Update Newsletter

Did you receive this newsletter from a co-worker? Do you want to receive the Purchasing Update directly? Please follow the appropriate steps below.

(A) Individuals who have a State Google email account:

- Step 1: Enter into GROUPS in the State Google email account
- Step 2: In the new window's search field, type PURCHASING NEWSLETTER
- Step 3: Google will list the "Purchasing Newsletter" as a group. Select the group.
- Step 4: Click JOIN GROUP.
- Step 5: In the new window, click JOIN GROUP. The administrator will be informed of your request and approve it.

(B) Individuals that do not have a State Google email account, please send an email to Tara Eutsler, teutsler@utah.gov.

Future PEP Seminar Dates:

March—Cancelled. The NIGP Reverse Trade Show being held on April 29, 2019 took its place.

June 6, 2019

September 19, 2019

December 5, 2019



Utah Division of Purchasing
and General Services

